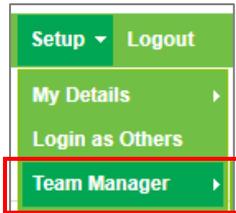


## SETTING UP A DEDUCTION THAT HAS A TOTAL BALANCE OWING

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
<input type="checkbox"/>	Elizabeth Green	Administrator		Liz		-	salary	fortnightly	-	Admin only	• no location	
<input type="checkbox"/>	George Hamilton	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	
<input type="checkbox"/>	Harry Brown	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kaireka Farm	

This will bring you to the following screen:

George Hamilton

General
Employment Details
Payroll
Leave
Payroll Audit
Notes
Reminders
User Files
Skills
Preferences

Username : \*

Password : \*  minimum 8 characters (minimum 2 numbers, case sensitive)

First Name : \*

Last Name : \*

Employee Type : \*

Remuneration Type : \*

Email Address :

Job Title :

Team :

Primary Location :

Other Locations :

Access Level :

Health and Safety Responsibility Level :

Roster display colour :

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day :

Exclude from dashboard :

Access Timesheet Viewer Report :  \* this overrides access level

Timesheet Supervisor :

[save >>](#)

3. Click on the *Payroll* tab:

George Hamilton

General
Employment Details
Payroll
Leave
Payroll Audit
Notes
Reminders
User Files
Skills
Preferences

Payroll: [Report](#) | [Latest](#)

Tax Code : M

IRD Number : 123-456-789

Autocreate Payrolls :  (will be created 0 days after the end of the pay period)

Payroll Option :  Email  Print  Email & Print  No Email / Print

---

**Regular Payments**

Add regular payments this team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

Category	Description	Amount	From	To	exclude from KiwiSaver	
Rent	Rent	\$ 200.00	from	to	<input checked="" type="checkbox"/>	<input type="checkbox"/>

---

**Regular Non-Taxable Allowances**

Add regular non-taxable allowances team member will receive each pay where the end date falls between from and to.

If dates are left empty, payments will be included indefinitely.

Category	Description	Amount	From	To	
Wet Weather Gear	Wet Weather Gear	\$ 14.25	from	to	<input type="checkbox"/>
Phone Allowance	Phone Allowance	\$ 8.50	from	to	<input type="checkbox"/>

---

**Regular Deductions**

4. Scroll down to the *Other Deductions* section:

**Other Deductions**

Add Payslip deductions

If dates are left empty, deductions will be included indefinitely.

Category	⚙	Description	Total Amount	From	Amount Per Pay Period	Balance	+
Regular Child Support Payments : <input type="text"/>							
Regular Taxable Extra Pay : <input type="text"/>							
Tax on Extra Pay : <input type="text"/>							
Compulsory Student Loan Deductions : 0 <input type="text"/> % From <input type="text"/> to <input type="text"/>							
Voluntary Student Loan Deductions : \$ 0 <input type="text"/> from <input type="text"/> to <input type="text"/>							

5. Click on the plus icon:

**Other Deductions**

Add Payslip deductions

If dates are left empty, deductions will be included indefinitely.

Category	⚙	Description	Total Amount	From	Amount Per Pay Period	Balance	+
Regular Child Support Payments : <input type="text"/>							
Regular Taxable Extra Pay : <input type="text"/>							
Tax on Extra Pay : <input type="text"/>							
Compulsory Student Loan Deductions : 0 <input type="text"/> % From <input type="text"/> to <input type="text"/>							
Voluntary Student Loan Deductions : \$ 0 <input type="text"/> from <input type="text"/> to <input type="text"/>							

This will bring up the following screen:

**Payslip Deduction : George Hamilton**

Add Other Deductions
 Other Deductions Report

**Add Payslip Deduction**

Team Member :

Total Amount :

Amount Per Pay Period :

Category : -- select category --

Description :

Bank Account Number :

Bank Account Name :

Reference :

Code :

Particulars :

Start Date :

save

6. Enter the following details:

- *Total Amount* – total amount owing by the employee
- *Amount Per Pay Period* – the amount that is to be deducted from the employee per pay period
- *Category* (optional) – used for General Ledger integration
- *Description* – what the deduction will come through as on the employee’s payslip
- *Bank Account Number* (optional) – of the person/company the employee’s deduction is being paid to

- **Bank Account Name** (Optional) – of the person/company the employee’s deduction is being paid to
- **Reference** (optional) – to come through on the receiver’s bank account statement
- **Code** (optional) - to come through on the receiver’s bank account statement
- **Particulars** (optional) - to come through on the receiver’s bank account statement
- **Start Date** – when the deduction is effective from. **Please note that this date needs to fall in the pay period the deduction is effective from, not the first pay date of the deduction**

Example shown below:

**Add Payslip Deduction**

Team Member :

Total Amount :

Amount Per Pay Period :

Category :

Description :

Bank Account Number :

Bank Account Name :

Reference :

Code :

Particulars :

Start Date :

7. Click Save:

**Add Payslip Deduction**

Team Member :

Total Amount :

Amount Per Pay Period :

Category :

Description :

Bank Account Number :

Bank Account Name :

Reference :

Code :

Particulars :

Start Date :

You will be notified that the deduction has saved successfully:

**Payslip Deduction : George Hamilton**

i update successful

**Edit Payslip Deduction**

Team Member :

Total Amount :

Amount Per Pay Period :

Category :

Description :

Bank Account Number :

Bank Account Name :

Reference :

Code :

Particulars :

Start Date :